

**Government of Guam**  
**Policy for Acceptable Use of Government-Issued**  
**Computers, Digital Equipment, and Internet Access**

**DRAFT**

**DEFINITIONS:** For purposes of this policy, work-provided "computers and digital equipment" mean all computers, both desktop and laptop, cameras, scanners, printers, and other digital equipment the Government of Guam (GOVGUAM) may in the future acquire. For purposes of this policy, "Internet access" includes the Internet, world wide web, intranet, printers, and any other network or end point on any network established or utilized by the Government of Guam.

The purpose of GOVGUAM-provided computers and digital equipment, and Internet access for employees is to facilitate communications in support of the government's mission. Use of such work-provided equipment and access entails responsibility. To remain eligible for such use and access, an employee's use of the agency's computers and digital equipment, and Internet access must be consistent with the performance of the employee's duties within the GOVGUAM.

Limited, incidental, personal use of GOVGUAM-provided computers and digital equipment and Internet access is permissible only as follows:

- The use does not interfere with the performance of the employee's public duties.
- The use must be infrequent, of short duration and, unless not reasonably practical, made on the employee's personal time.
- The use must not be for the purpose of conducting business related to an outside commercial activity.
- The use must not be for the purpose of supporting or conducting activities of any political party or candidate
- The use must not be for any purpose determined to be illegal.

While there is a general expectation that files and documents generated or stored on GOVGUAM work-provided computers and e-mail transmitted to and from work-provided computers will be accessed only by authorized users, privacy of such files, documents, and e-mail is not guaranteed, nor should employees expect privacy of such documents and transmissions. Privately purchased software may not be loaded on work-provided PCs or laptops without permission from the Systems Administrator responsible for the employee's and the Bureau of Information Technology (BIT). Unauthorized or unlicensed software or private/personal e-mail accounts may be disabled without notice. The agency's Systems Administrator has the authority to conduct periodic audits of agency computer equipment to ensure compliance with the government's computer use policies. If an agency does not have an in-house Systems Administrator, BIT personnel may conduct computer audits in coordination with the agency director's office.

The following uses of work-provided computers and digital equipment and Internet access are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, sexually explicit, or threatening language.
- To violate any local or federal law.
- To vandalize, damage, or disable the property of another individual or organization.

- To access another individual's materials, information, or files without permission.
- To violate copyright or use in an impermissible way the intellectual property of another individual or organization.
- To promote, advertise or otherwise engage in a personal or private venture.

Violation of these policies and rules may result in loss of access to work-provided computers and digital equipment or Internet access in addition to other disciplinary action determined to be appropriate by the employee's Director. In particularly serious situations, or where an employee continues to violate this policy, termination may occur. Where guidance or interpretation is needed concerning the appropriateness of a particular use, an employee should discuss the situation with the employee's Director, who may seek further guidance and direction as necessary. **This policy is effective April xx, 20xx.**

**I certify by my signature that I received, read, and understand the GovGuam Policy for Acceptable Use of Work-Provided Computers, Digital Equipment, and Internet Access, effective \_\_\_\_\_, 20\_\_, and agree to abide by it during my employment with GovGuam.**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Employee (Printed Name & Signature)**